Lab Specific Safety Training Checklist

This checklist includes the major potential hazards that can be found within RLE lab space. Additional required trainings are listed in red. Use this as a guide for annual refresher training. **For new members please fill out and check off training topics as you complete them.** If your lab does not have a specific listed hazard, check off Not Applicable (N/A) for the entire section or the individual miscellaneous hazard. **When a new member has been trained, please sign this form and return to Marie Gentile in 36-472A (gentilem@mit.edu) or drop off in RLE headquarters mailbox (36-413).** Credit for new members will be given once a completed, signed training checklist has been received.

Full Name (Print): ___________________________________  KERBEROS/Email: ____________________________
Supervisor/PI: ______________________________________  Date of Training: ____________________________

SEC 1 - GENERAL LAB SAFETY INFORMATION: **REQUIRED FOR ALL**
☐ Training Needs Assessment (Explain or assist filling out this online form)
☐ Lab Access -Keys/Cards/Codes (Explain group expectations and help fill out forms as needed)
☐ No Food and Drink in lab (Explain that this is an MIT Policy)
☐ Proper Lab Attire (Discuss what can be worn in the labs)
☐ Work Alone Policy (Discuss MIT Policy and any PI specific requirements)
☐ Lab Cleanliness (housekeeping, repairs, maintenance)
☐ Trash and Recycling in the Lab (Does your lab have any specific recycling requirements?)

SEC 2 - EMERGENCY PREPAREDNESS INFORMATION: **REQUIRED FOR ALL (CHECK N/A IF NOT IN LAB)**
☐ Location of Emergency Response Guide Posters/Emergency Contact Information
☐ Evacuation Routes and Meeting Locations (Physically Point out specific locations)
☐ Location of nearest Fire Extinguishers  N/A ☐
☐ Location of nearest Eye Wash  N/A ☐
☐ Location of nearest Emergency Shower  N/A ☐
☐ Location of First Aid Kits  N/A ☐
☐ Location of Spill Response Kits  N/A ☐

SEC 3 - MISCELLANEOUS LAB SAFETY TRAINING: **REQUIRED IF USED IN LAB OR CHECK N/A**
☐ Safe Use and Storage of Gas Cylinders  N/A ☐
☐ Safe Use of Cryogenics - Training opp. (466)  N/A ☐
☐ Safe Use of HF/PPE/Training req. (130)  N/A ☐
☐ Safe Soldering Techniques  N/A ☐
☐ Safe Use of Shop Tools  N/A ☐
☐ General Electrical Safety - Training opp. (425)  N/A ☐
☐ Safe Use of High Voltage  N/A ☐
☐ Proper Handling of Non-Bio Sharps  N/A ☐

Continue on Back
SEC 4 - CHEMICAL USE TRAINING: **REQUIRED IF USED IN LAB OR N/A** □

- ☐ Chemical Hazard Overview
- ☐ Chemical Storage and Compatibility
- ☐ Chemical Inventory & SDS Availability
- ☐ Hazardous Waste Disposal (SAAs) & Red Cards
- □ Proper Use of Hoods
- □ Personal Protective Equipment (PPE)
- □ Trainings Required (100, 111, 501)

SEC 5 - LASER USE TRAINING: **REQUIRED IF USED IN LAB OR N/A** □

- ☐ Types of Lasers (Power and Wavelength)
- ☐ Laser In Use Sign
- ☐ Location of Laser SOP
- ☐ Laser Eyewear
- □ Other Personal Protective Equipment (PPE)
- □ Training Required (371)

SEC 6 - BIOLOGICAL MATERIAL USE TRAINING: **REQUIRED IF USED IN LAB OR N/A** □

- ☐ Biological Hazard Overview
- ☐ Specific BL Lab Hazards and Requirements
- ☐ Proper Use of Bio Cabinets
- ☐ Proper Use of Burn Box
- □ Personal Protective Equipment (PPE)
- □ Sharps Disposal
- □ Training Required (200, 260)
- □ Bio Shipping training needs-including dry ice (250, 256)

Building and room numbers that this training took place: ________________________________

Trainers Full Name (Print): ________________________________

Trainers Signature: ________________________________

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